

DEPARTMENT OF
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
Military Bureau
Joint Force Headquarters, Maine National Guard
Camp Keyes, Augusta, Maine 04333-0033

4 December 2014

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #14-142

POSITION: Quality Assurance Specialist (Aircraft) (D1818000) GS-1910-09/11 EXCEPTED POSITION

LOCATION: 101st Maintenance Group, Bangor, Maine

SALARY RANGE: \$47,923 to \$62,297 per annum **GS-09**

\$57,982 to \$75,376 per annum **GS-11**

CLOSING DATE: 22 December 2014

AREA OF CONSIDERATION: AREA I: All permanent and indefinite Enlisted Excepted Technicians in the Maine Air National Guard and personnel with reemployment rights to MeANG positions.

PERMANENT CHANGE OF STATION (PCS): PCS expenses may not be authorized for this position. Authorization for payment of PCS expenses will be granted only after a determination is made that payment is in the best interest of the Maine National Guard.

DUTIES: See attached duties and responsibilities.

QUALIFICATIONS: This position may be filled at the GS-09 grade. If filled at the GS-09 grade, the individual selected may be promoted to the next higher grade without further competition when it has been determined that the individual meets the qualifications required for promotion to the higher grade.

MINIMUM QUALIFICATION REQUIREMENTS: Each applicant must show how they meet the General and Specialized Experience listed below; otherwise, the applicant may lose consideration for this job.

GENERAL EXPERIENCE: Experience, education, or training involving planning, developing, or administering quality assurance programs (i.e., supporting the development, acquisition, production, use, maintenance, storage, and supply of products concerned with the systematic prevention of defects and non-conformances, the identification of unsatisfactory trends and conditions, and the correction of factors which may contribute to defective items). Experience using computer and automation systems.

SPECIALIZED EXPERIENCE: Must have twenty-four (24) months experience for the GS-09 level or thirty-six (36) months experience for the GS-11 level, which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

GS-09

1. Knowledge of quality assurance procedures, methods, and the sources of pertinent regulatory and guideline material related to aircraft maintenance.
2. Knowledge of pertinent characteristics of the product(s) involved, the operations or processes affecting critical characteristics, test and inspection techniques, the techniques for assessing operations or processes to detect unsatisfactory conditions.
3. Skill in developing quality data sources, recognizing discrepancies, detecting trends, investigating to develop additional or corroborative information, and preparing documented technical reports of findings.
4. Skill in interpreting and explaining a variety of technical requirements; and in making independent judgments concerning such things as: the extent to which procedures conform to requirements, or that procedures are effective in controlling quality.

GS-11

1. Knowledge of the Maintenance Standardization Evaluation Program (MSEP); Quality Verification Inspections (QVI), Routine Inspections (RIL), Personnel Evaluations (PE) and Key Task Listings (KTL).
2. Ability to perform statistical analysis of inspection results.
3. Ability to present recommendations to senior leadership ensuring compliance is within Acceptable Quality Levels (AQL).
4. Skill and Aircraft Weight and Balance certified to ensure accurate and up to date weight and balance is within safe operational parameters utilizing many computer base programs and conducting aircraft inventories.

COMPATIBILITY CRITERIA: 2AXXX, 2WXXX

NOTE: If you do not possess the compatible AFSC, you will not be disqualified from being considered. Selected applicant must be prepared to attend the appropriate school.

MILITARY POSITION: 2A574

INCENTIVE PROGRAM: Non-Technician Maine National Guard personnel who are participants (bonus recipients/student loan repayment program) may have their benefits terminated and/or recouped when employed as a permanent military Technician.

HOW TO APPLY: Detailed instructions are contained in an Instruction Guide titled "Technician Vacancy Announcement Guide" which should be posted with this vacancy announcement. Applicants may apply using the OF Form 612 Optional Application for Federal Employment, a resume, or any other format they choose. In addition to their basic application, applicants are strongly encouraged to complete ME Form 171, Military Experience and Training Supplement. Applications forwarded to HRO should be no more than eight (8) pages although additional pages may be submitted as necessary. Applications should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience factors listed in the TPVA. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the TPVA. Do not include photo copies of awards (a military ribbon rack or civilian

certificate), letters of commendation, enlisted or officer performance reports, Technician performance appraisals, and personal photos unless specifically requested in the "TPVA". Applications must be forwarded to: Joint Force Headquarters, ATTN: HRO, Camp Keyes, Augusta, Maine 04333-0033, NOT LATER THAN the closing date. Applications received AFTER the closing date WILL NOT BE CONSIDERED. The use of government envelopes, postage or facsimile machines to submit applications is prohibited. We are allowed to receive facsimiles sent from non-government facsimile machines. The inter-office distribution system may be used. You may also e-mail it to: ng.me.mearng.list.hro-applications@mail.mil

APPOINTMENT: Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment. The Adjutant General retains exclusive appointment authority for Technicians. No commitment will be made to any nominee prior to a review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

DISSEMINATION: Supervisors, please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during this announcement period due to ADT, AT, TDY, school, illness, etc., should be notified.

WORK: DSN 626-6013 / COM (207) 430-6013 FAX: DSN 626-4246 / COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

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LISA M. SESSIONS

CPT, EN

Human Resources Specialist

(Recruitment & Placement/Compensation)

a. INTRODUCTION:

This position is located in an Air National Guard Aviation Wing, Maintenance Group. The primary purpose of this position is to establish and execute a planned systematic approach of quality assurance for all areas of aircraft maintenance, designed to provide the maintenance managers confidence that aircraft, aircraft systems, munitions, equipment, products or supporting processes conform to technical, safety, work load and customer requirements. The overall objective is to ensure that quality considerations are addressed and requirements achieved for all aircraft maintenance work and support functions to ensure end items perform as intended with reliability. Serves as the primary technical advisory process in the maintenance organization designed to assist maintenance managers. Serves as the Quality Assurance Specialist (QAS) for the planning, implementation and execution of a quality assurance program that includes the full range of quality principles, concepts, inspection techniques, surveillance and evaluations related to quality assurance functional programs of all assigned aircraft, aircraft components, aerospace ground equipment, electronic equipment & systems, armament, munitions, engines, associated systems and maintenance personnel from numerous job series, and maintenance disciplines.

b. DUTIES AND RESPONSIBILITIES:

(1) Serves as the Office of Primary Responsibility (OPR) for wing maintenance policy, advising supervisors and employees on both general policy and specific maintenance matters. Makes decisions and recommendations on technical concerns presented by supervisors. Utilizes a comprehensive knowledge and ability to interpret Air Force Instructions, Technical Orders, engineering drawings, product specifications, Air Force Occupational and Health (AFOSH) and environmental standards, public law, and locally developed policy. Evaluates and assesses complex systems, subsystems, integrated systems/subsystems, or components for conformance to applicable technical data, engineering drawings, standards and specifications. Evaluates, conducts reviews, activity inspections and management compliance of all maintenance activities to include the logistics maintenance support functional areas such as production, programs and mobility, maintenance training, plans, scheduling and documentation and data base management as directed by the Maintenance Group Commander. Identifies production problems, excessive overtime, discipline, housekeeping and technical discrepancies and attempts to identify the underlying cause for the deficiencies. Establishes and develops performance checklists and metrics in coordination with the Quality Assurance Supervisor. Develops local operating instructions to supplement regulations and manuals of higher echelons in the area of aircraft and aircraft systems quality assurance. Reviews all Operating Instructions (OIs) to ensure locally published instructions are technically accurate, complete and consistent with Air Force (AF) and Major Command (MAJCOM) policy. Coordinates with affected commanders on base and ensures the instruction is published as a wing operating instruction. Serves as a key team member in collating and reporting compliance metrics to Major Command(s).

(2) Maintenance Standardization Evaluation Program (MSEP): Administers, evaluates, and coordinates a comprehensive quality assurance, maintenance standardization, and inspection program for all areas of the maintenance organization, all maintenance disciplines, job series and Air Force Specialty Codes (AFSCs). Evaluates the quality of maintenance accomplished in the maintenance organization and performs the necessary quality functions to execute the MSEP, designed to provide management an objective sampling of both the quality of equipment

and the proficiency of maintenance personnel. Ensures the maintenance organization meets its responsibility for air-worthy aircraft and component quality for a broad and complex production workload, e.g., highly advanced aircraft, aircraft systems, avionics systems, electronic equipment, aircraft structures, composites, life safety systems, armament, munitions, and other areas of similar complexity. Participates in a review of the organization's quality plans, procedures and practices to assure adequacy and compliance to local and higher-level directives.

(a) Executes the evaluation program and accumulates data using Inspection and Evaluation techniques such as Task Evaluations, Quality Verification Inspections, Special Inspections, Personnel Evaluations and Management Inspections. Evaluates the quality of in-process and after-the-fact maintenance and ensures prescribed technical and management procedures are followed. Serves as the subject matter expert for critical assessment programs such as; Unit Self Inspections, Maintenance Standardization, Operational Readiness and Unit Compliance Inspections. Responsible for the development and maintenance of organizational level checklists. Ensures metrics are established and monitored to assess key result areas for successful mission accomplishment including, but not limited to, items where non-compliance would affect system reliability or result in serious injury, loss of life, excessive cost, or litigation. Evaluates the proficiency of assigned personnel in the execution of assigned maintenance tasking through Personnel Evaluations (PEs). Determines the proficiency and qualifications of certified personnel. Assess the relationship between personnel evaluation and technical inspection results to identify strengths or opportunities for improvement in the evaluation program.

(b) Monitors and assesses the organization's quality program and elements of the program to gauge compliance with directives and established processes. Identifies deficiencies, implements corrective measures, and improves processes to enhance mission effectiveness and efficiency. Ensures safety, security, and Consolidated Tool Kit (CTK) programs are followed in accordance with applicable regulations and public law through the routine inspection of work centers.

(3) Utilizes data collection techniques and procedures for evaluation, inspection, and audit programs, evaluates the results and determines the appropriate and effective method and format for presentation to higher-level management. Performs statistical analysis (e.g. normal distribution, averages, means, standard deviations, trending, root cause analysis, etc.) using standard statistical quality control methods. Utilizes inspection and evaluation techniques, statistical methods, mathematics, production management, industrial management, and database management skills to perform root cause, deficiency and trend analysis. Utilizes these analyses to validate and update Acceptable Quality Levels (AQLs), frequency changes to Routine Inspection Lists (RILs), and recommendations for corrective maintenance practice action. Manages an array of related databases and spreadsheets to capture and catalog data elements for trending, cross-tell, and benchmarking. Analyzes defect/failure quality data to detect unsatisfactory trends or weaknesses in the quality inspection system and recommends corrective and preventative action. Investigates major problem areas, identifies causes of problems, coordinates corrective action and when required, follows up on action taken to determine effectiveness. Assesses unit Reliability and Maintainability (R&M) concerns to determine if reported R&M deficiencies are caused by unit factors and local conditions versus those beyond the unit's control. Conducts R&M working group meetings with supervisors and specialists when it is determined beneficial to solicit ideas to enhance product improvement and submit recommended changes to technical working groups, Product Improvement Working Groups, or maintenance conference working groups.

(4) Collaborates with the Maintenance Group Commander, Maintenance Squadron Commanders, and Quality Assurance Supervisor to plan, develop, implement, inspect, and report numerous critical compliance issues and review the Configuration Management (CM) programs. Manages the Wing Foreign Object Damage and Dropped Object Prevention Program (DOPP) to ensure a sound prevention program is in place to eliminate potential life safety hazards. Administers and manages the Maintenance Complex responsibilities of the Functional Check Flight (FCF), Operational Check Flight (OCF), and High Speed Taxi-check Programs. Determines the requirements for and scope of an aircraft FCF or OCF. Performs a critical review of the FCF results with the FCF pilot to determine the airworthiness of the aircraft and subsequently releasing aircraft for normal flights. Collaborates with the Vice Commander and Operations Group Commander regarding the Functional Check Flight, Foreign Object Damage, and Dropped Object Prevention Programs.

(5) Serves as the Aircraft Weight and Balance program manager utilizing complex computer based programs, data bases, electronic weighing apparatus, and integrated weight and balance computers for the Wing to maintain strict accounting of aircraft weight and balance for safe flight operations. Recommends decertification of configuration loads that exceed the safe for flight envelope or ground gross weight restrictions. Manages the unit aircraft and equipment impoundment program by thorough investigation of aircraft or equipment anomalies that generated the impoundment. Manages the unit chaffing program. Monitors and tracks instances of wire, harness, and metal line/tube chafing by inspecting a randomly selected sample of assigned aircraft. Develops local chafing inspection work cards for periodic, pre-flight, thru-flight, and basic post-flight inspections and evaluate wire and harness chafing problems identified through One Time Inspections (OTI) and maintenance cross-tell reports. Manages the aircraft hot refuel/aircraft-to-aircraft program. Maintains all hot refuel/aircraft-to-aircraft site certification documentation and a master listing of all hot pit/aircraft-to-aircraft sites. Develops Hot Pit and Hot Aircraft-to-aircraft unit checklists. Conducts Over-G and Over-speed analysis to determine what follow-on inspections are required before the aircraft can be returned to service. Conducts a thorough investigation to ensure the aircraft is airworthy. Serves as a quality representative to Pre-Production and Production Planning Teams to ensure all aspects of the production effort are in compliance with local and higher headquarters regulations and directives. Serves as a technical consultant to production area managers on issues related to quality, military specification and international quality standards such as the International Organization for Standardization (ISO9000) and the American National Standards Institute (ANSI) etc.

(6) Reviews wing depot-level assistance requests developed in accordance with tech orders. Reviews for adequacy and submits engineering disposition requests to the System Program Office (SPO). Serves as the unit point of contact regarding all engineering disposition requests. Ensures all authorized technical data variances are submitted to Plans & Scheduling for inclusion in the aircraft/equipment historical records. Coordinates and works with the engineering functions at the ALC and Air Force Material Command (AFMC) to insure quality assurance plans interface. Coordinates requested actions to comply with engineering changes requests as necessary. Develops procedures for acceptance inspections to determine equipment condition and adequacy of depot or contract maintenance. Reviews depot/contractor maintenance contract requirements. Reports discrepancies found during acceptance inspections. Controls the access, use, and disposition of engineering drawings utilized by maintenance personnel to execute maintenance repair procedures. Coordinates with the appropriate ALC Item Manager for approval/disapproval, the use of engineering drawings in the repair of "Safety of Flight" equipment.

(7) Prepares and reviews Product Quality Deficiency Reports (QDR) prior to releasing to the Air Logistics Center (ALC) or Aircraft Sustainment Group and performs exhibit-processing oversight by coordinating with ALC and Logistics Readiness Squadron to ensure proper exhibit control and handling.

(8) Serves as the authority for determining applicability of Time Compliance Technical Orders (TCTO) and One Time Inspections (OTI). Reviews and determines the applicability, completeness, accuracy and of TCTOs and OTIs to unit maintained equipment, notifies the Maintenance Operations Center (MOC), and monitors expended man-hours and the quality of unit compliance actions. Determines surveillance and evaluation coverage based on the complexity of the TCTO/OTI as well as to the criticality of the system or the component to be modified. Monitors the quality of the first job and performs kit proofing as required. Develops, evaluates, and implements OTI's to verify the existence of suspected equipment conditions or malfunctions. Ensures proper implementation of the OTI. Coordinates, processes and manages through administrative actions the OTI program with ALC and MAJCOM, working with engineers and appropriate representatives.

(9) Manages the Technical Order Improvement Program and Suggestion Program for the wing. Ensures a critical evaluation is performed, and forms are properly completed. Coordinates requests for approval and use of locally designed tools or equipment that carry loads, change torque, or present potential damage to government resources. Maintain records of all approved locally designed tools and equipment, including pictures or drawings, a description of the use for each item, and the owning work center.

(10) Executes a Quality Assurance Surveillance Plan (QASP) to monitor Contractor Logistic Support (CLS) aircraft or Contract Field Team (CFT). Serves as the government's on-site Quality Assurance Representative (QAR) and is the liaison between contractor and government personnel. Coordinates, processes, and reviews documents required to successfully implement the contract and completes administrative actions. Evaluates the contractors' ability to fulfill the requirements of the contract statement of work, documents contract deviations and provides those to the site manager for necessary corrective actions and coordination. Ensures compliance with acceptance inspection reporting requirements on aircraft returning from depot or contract maintenance.

(11) Maintains direct contact with the NGB staff and with counterparts at other ANG bases in order to resolve problems affecting maintenance capabilities and compliance. Participates in conferences, seminars, or study groups as the aircraft maintenance representative for the Wing or NGB. Maintains contact with the Aircraft Sustainment Group to achieve reliability, maintainability, and supportability of changing equipment or subsystems.

(12) Manages and conducts quality verification inspections and surveillance inspections of conventional weapons systems and components. Conducts management compliance inspections of the munitions activity to include records, storage, disposal, material deficiency reporting, TCTO compliance, safety requirements etc. Reviews the practices, policies and procedures relating to storage, supply, and transportation of munitions and conventional weapons.

(13) Performs other duties as assigned.